

CLASSIFIED RECRUITMENT ANNOUNCEMENT
Administrative Assistant 2
College Access and Support

Reports to: Director of College Access and Support
Division: **College Access and Support**
Classification: Classified
Salary: \$28,440 - \$36,756
Closes: March 17 at 5:00 p.m.

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Division

The College Access and Support Division supports the overarching goals of helping student succeed in college and career through effective access and outreach activities and support services. It emphasizes access, attainment, affordability and achievement. Working with partners and stakeholders, the division delivers access information and support services to all College Bound and Washington State GEAR UP students.

About the Position

The Administrative Assistant fills a critical role in providing professional administrative support for the Director of College Access and Support and the GEAR UP and College Bound programs. This requires substantial organizational, problem-solving, and excellent communication skills.

The Administrative Assistant has frequent and substantive interactions both within and outside the agency. This Administrative Assistant handles sensitive and confidential matters using good judgment, tact, and discretion. A can-do, positive attitude is critical. Occasional travel will be required.

Required Education and Experience

- Bachelor's degree in business, education, humanities or related field and two years of progressively responsible experience in similar office/clerical or general administrative work in an office setting.
- Related college coursework and progressively responsible clerical or general administrative work experience may be substituted for education on a year for year basis.
- Proficiency in Microsoft Office Suite – Word, Outlook, PowerPoint and Excel.
- Ability to meet competing deadlines.

- Ability to work productively as part of a diverse staff; and with limited supervision and direction.
- Ability to exercise independent judgment and maintain confidentiality regarding sensitive personnel matters.
- Ability to understand and apply state and agency procedures to complete responsibilities.
- Excellent customer service skills.
- Excellent electronic and manual record keeping and organizational skills.
- Excellent written, communication, and interpersonal skills

Preferred

- Advanced expertise working with Microsoft Word, Outlook, PowerPoint and Excel.
- Experience working with database software and knowledge of Microsoft Access
- Knowledge of state government policies and procedures.
- Experience of working in college access and support areas.
- Experience and knowledge of working with first generation, low-income population.
- Knowledge of federal and state student financial aid programs.
- Experience in Adobe products and InDesign.

Essential Functions:

- Provide confidential administrative and clerical support to the director, and associate/assistant directors, in the College Access and Support division.
- Produce high quality work that is thorough, accurate, and meets deadline requirements.
- Coordinate and arrange travel for the director and associate/assistant directors in compliance with state, agency and program rules and regulations.
- Draft and proofread correspondence, reports, forms, and other documents.

Work Activities:

Administrative & Support 40%

- Provide confidential support and assist in keeping Director's calendar current, monitoring the Director's e-mail, and scheduling meeting requests by stakeholders and staff.
- Coordinate travel arrangements and reimbursement for Director and Associate/Assistant directors following established federal, state, agency and program rules and regulations.
- Interview, hire and train work study students, and temporary employees.
- Produce and distribute a monthly program calendar of events, and staff attendance.
- Schedule meetings, reserve facilities, and prepare materials as requested by Directors.
- Monitor council meeting and other agency wide deadlines.
- Coordinate CAS furniture and equipment purchases and surplus requests.
- Act as division records coordinator, including archives and records retention schedules.
- Serve on agency support staff team and participate in agency wide activities and committees.
- Oversee CAS mail delivery.
- Maintain office central files including legal opinions, division agreements, etc.

- Oversee maintenance of printers, copiers and other office equipment.
- Purchase conference registrations and association memberships.
- Monitor and reconcile office of the director budget and make projections including salaries, travel, training, goods and supplies and contracts.
- Reconcile the CAS “p-card” for travel expenses.
- Collect federal time and effort staff reports, semi-annually.

Communication – 15%

- Respond to phone, mail, and email inquiries in a timely manner.
- Review and send mass emails on behalf of CAS Director to key stakeholders.
- Maintain an inventory of publications to provide to inquiring students and their families.
- Coordinate with staff to support College Bound communication needs.

Program Support – 45%

- Coordinate with College Bound program staff to assist in sign-up paperwork, data requests, and other support services requests.
- Support and coordinate College Bound Assistant Director’s event and activity planning.
- Support clerical needs for both American College Application and College Goal Washington campaigns.

Application Procedures

To apply for this position find the Administrative Assistant 2 2014-02115 position and complete your profile at www.careers.wa.gov. Attach the following to your profile before completing the online application:

1. A cover letter describing how you meet the required and desirable education and experience of this position
2. A current resume
3. Three professional references
4. Responses to the supplemental questions

Please note: *The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.*

QUESTIONS?

For questions about this recruitment contact Alisha Rollins at AlishaR@wsac.wa.gov, or you may call (360) 753-7857.

The Washington Student Achievement Council is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.